

TO ALL REZONING/SPECIAL EXCEPTION APPLICANTS:

Applications for pre-submittal conferences must include a completed application form submitted by 4:30 PM, seven working days prior to the requested conference date.

A check for \$100 made to the City of Tucson must accompany the application.

A preliminary development plan must be submitted to include the information specified in Development Standard 1-07 (attached) on an 11" x 17" sheet. The information must be legible at this scale along with all required calculations. Staff will make the necessary copies and distribute to the applicable City agencies for review.

Staff will determine the acceptability of all applications within one working day and notify the applicant by e-mail the scheduled date and time of the pre-application meeting.

If you have questions or need further information, please contact Aline Torres, Mark Castro or Gina Dalton-Sotelo at 791-5550.

Thank You,

Rezoning/Special Exception Staff
Development Services Department
City/County Public Works Building
201 N. Stone Avenue
Tucson, AZ



CITY OF TUCSON DEVELOPMENT SERVICES DEPARTMENT

REZONING/SPECIAL EXCEPTION PRE-APPLICATION CONFERENCE REQUEST**APPLICANT**

Name _____

Address _____

City _____ State _____ Zip _____

Daytime/Message Phone _____ Fax _____ E-mail _____

EXISTING AND PROPOSED USE

Existing Use (Required) _____

Proposed Use (Required) _____

Building Height _____ # of Stories _____ Floor Area of Non-residential Development _____

PROJECT LOCATION

Address (if assigned) _____

Location (major cross streets) _____

Parcel Number _____ - _____ Township _____ Range _____ Section _____

ATTACHMENTS

- ☐ One, 11" x 17" copy of the Preliminary Development Plan – must be legible.
- ☐ Check made to the City of Tucson for \$100. The fee will be credited toward the total rezoning/special exception fees if the request is filed **within six months** of pre-application conference date.

SIGNATURE

Applicant's signature _____

_____ date

Rezoning/special exception pre-application conferences are scheduled by appointment, on Wednesday mornings beginning at 8:15AM. This application must be submitted no later than 4:30 PM a minimum of seven (7) working days in advance of the requested conference date. Notification of the date and time of the pre-submittal conference will be via e-mail. If you have any questions please contact Aline Torres at Aline.Torres@tucsonaz.gov or 791-5550 x 1143.

Office Use Only: Conference date: _____ Time: _____

CITY OF TUCSON
DEVELOPMENT STANDARD NO. 1-07.0
REZONING PROCEDURES

EXHIBIT I
PRELIMINARY DEVELOPMENT PLAN CHECKLIST

- I. **APPLICABILITY.** A preliminary development plan is required as part of any rezoning application processed under the Type II Legislative Procedure. If submitting for a Type III Legislative Procedure ("early ordinance"), a preliminary development plan drawn in accordance with Development Standard No. 2-05.0 is required.

For the Type II Legislative Procedure, the preliminary development plan should demonstrate that site planning and project design are based on the analysis of site features and the character of the surrounding neighborhood, as shown in the General Site Inventory and Design Compatibility Report (*Exhibit II*). Development within areas of site constraints should be evaluated for appropriate mitigation and illustrated on the preliminary development plan.

- II. **CONTENT AND SUBMITTAL REQUIREMENTS.** The preliminary development plan should be fully dimensioned and drawn to an appropriate scale (one inch = 40 feet is suggested) on a 24 x 36 inch sheet, folded to our standard 8½ x 11 inch format. Please refer to the rezoning application information packet for the number of copies required at submittal. The following are required on the preliminary development plan.
- A. The property boundary dimensions.
 - B. Existing zoning on-site and adjacent to the site. If more than one zone is requested, designate on the preliminary development plan the location of the proposed zoning boundaries along with dimensions and acreage of each zone requested.
 - C. Locations, size (square footage), and height of all existing buildings within one hundred (100) feet of the project site, dimensioned to show distance to project site boundaries, including approximate densities of residential uses and types of commercial or industrial uses.
 - D. Locations, size (square footage), and height of all buildings existing or proposed on the project site. Note the approximate setbacks from property boundaries and whether existing buildings will remain as part of the project or if they will be removed.
 - E. The adjacent roadways and their present and future rights-of-way, as per the *Major Streets and Routes (MS&R) Plan*.
 - F. Locations of any existing billboards on the project site. Note whether the intent is to leave in place, relocate, or remove.
 - G. Locations of loading zones, outdoor storage, trash dumpsters, and any proposed drive-through lanes.
 - H. Proposed changes in elevation and topography due to the proposed grading plan, including spot elevations.

CITY OF TUCSON
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REZONING PROCEDURES

II. CONTENT AND SUBMITTAL REQUIREMENTS. (Cont'd)

- I. All proposed landscaping and screening of a project from adjacent development, whether required or not (masonry walls, vegetation--indicate width of landscape strip used for screening, type of vegetation proposed, etc.). Show any areas to be left undisturbed and preserved in place. Refer to the *LUC*, Sec. 3.7.0 and Sec. 3.8.0, for specific screening and native plant preservation requirements.
- J. Drawings (details) of any landscaping and screening that will be employed to mitigate sound, visibility, exterior lighting, traffic, and other negative impacts of the proposed development.
- K. Drawings (details) of the proposed location and type of drainage solution (generalized), i.e., natural channel, street system, retention, constructed channel, landscaped areas, parking areas, etc. Show erosion hazard setback lines, where applicable.
- L. All parking areas, public or private streets, parking area access lanes (PAALs), and vehicular and bicycle parking requirements, including Americans with Disabilities Act (ADA) considerations.
- M. Pedestrian circulation and access, including ADA considerations.
- N. Street improvements that are proposed to mitigate any traffic impacts anticipated as part of this development (i.e., center or right turn lanes).
- O. In addition, provide a small-scale drawing indicating the rezoning site location relative to the nearest major street, preferably the intersection of two major streets.